

## JOB DESCRIPTION

### CAMPAIGN LIAISON-Administrative and Office Services (Temporary from 8/1 to 11/4)

The United Way of the Battle Creek and Kalamazoo Region (UWBCKR) Campaign Liaison Program provides professionals the opportunity to serve a pivotal role in working with companies and organizations to coordinate and administer workplace giving campaigns. Campaign Liaisons are appointed by their employer or hired by United Way for a temporary period to assist United Way staff in achieving annual Community Campaign fundraising goals. All Campaign Liaisons will gain a working knowledge of the United Way of the Battle Creek and Kalamazoo Region and its affiliate agencies and program delivery partners.

#### **Responsibilities**

Primary responsibilities will be to manage and/or support workplace giving campaigns within businesses and organizations throughout Kalamazoo County and the Greater Battle Creek area.

#### **Administrative and Office Services**

- Provide administrative support for UWBCKR staff and Campaign Liaisons
- Prepare campaign documents, mailings and printed materials

#### **Benefits**

As a member of the Campaign Liaison Program, participants receive a number of benefits and rewards:

- Training in fundraising skills, including project planning and account management
- Hands-on experience in managing a process from beginning to end
- Practical experience working as part of a fundraising team, developing and conducting the fundraising campaign for corporate partners and their employees
- The opportunity to network with the United Way member agencies and learn about the services they provide in our community
- The satisfaction of being an integral part of an effort that directly improves the lives of thousands of local residents.

#### **Qualifications**

- Strong interpersonal skills and ability to work effectively with diverse groups of people
- Ability to work both independently and as part of an effective team
- Good organizational and communication skills
- Excellent MS Office skills and attention to detail. **Especially strong Excel spreadsheet skills necessary.**
- Available 20 hours per week from August 1<sup>st</sup> until November 4th.

Campaign Liaisons will report administratively to the Campaign Liaison Program Manager. In addition, some Campaign Liaisons will report functionally to UWBCKR staff members for selected work assignments.

This position pays \$16/hour. To apply, contact Alisha Siebers at [asiebers@uwbckr.org](mailto:asiebers@uwbckr.org) by **July 15<sup>th</sup>**.